



## State of Kansas

### Entering a Non-AR Direct Journal Deposit

*Statewide Management, Accounting and Reporting Tool*

<b>Date Created:</b>		1/18/2013
<b>Version:</b>		1.0
Non-AR (or Miscellaneous) Deposits are payments that do not correspond to Customer Pending Items.		<p>The four basic steps to completing a deposit are:</p> <ul style="list-style-type: none"> <li>○ Enter control totals</li> <li>○ Enter payment information</li> <li>○ Create and complete accounting entries</li> <li>○ Approve deposit</li> </ul> <p>The roles required for Non-AR Deposits are Deposit Processor - Agency and AR Agency Administrator - Central and Agency</p>
1.	Determine Deposit Type for Non-AR Deposit.	<p><b>Types</b></p> <p><b>M</b> Miscellaneous  <b>A</b> Deposit Adjustment  <b>E</b> Electronic Payment  <b>N</b> Insufficient Funds</p>
2.	Determine Payment Method for Non-AR Deposit.	<p><b>Payment Methods</b></p> <p><b>Check</b> can be used with Deposit Types <b>M</b> or <b>A</b>  <b>Cash</b> can be used with Deposit Types <b>M</b> or <b>A</b>  <b>Electronic Fund Transfer</b> must be used with Deposit Type <b>E</b>  <b>Returned Check</b> used with Deposit Type <b>N</b></p>
3.	<p><u>Enter Control Totals</u>          Navigate to Accounts Receivable&gt;Payments&gt;Online Payments&gt;Regular Deposit&gt;Add New Value</p> <p>On Totals page, Enter the Deposit Type determined in Step 1.</p>	

4. Enter the Control Total Amount/Count.  
  
Enter the totals for the amount and count of all the payments that will be included in this deposit.

Totals Payments

Unit: 26400 Deposit ID: 1 Delete Deposit

\*Accounting Date: 01/18/2013 BT Control Currency: USD Q  
 \*Bank Code: KSBNK Q ST BANK Format Currency: USD Q  
 \*Bank Account: MAIN Q 999911 Rate Type: CRRNT  
 \*Deposit Type: M Q Exchange Rate: 1.00000000 Q

Control Totals		
Control Total Amount:	500.00	*Count: 1
Entered Total Amount:	0.00	Count: 1
Entered Cash Amount:	0.00	Count: 0
Entered Check Amount:	0.00	Count: 1
Entered EFT Amount:	0.00	Count: 0
Entered Ret CHK Amount:	0.00	Count: 0
Difference Amount:	500.00	Count: 0
Posted Total Amount:	0.00	Count: 0
Journalled Total Amount:	0.00	Count: 0

Control Data

\*Received: 01/18/2013 BT  
 \*Entered: 01/18/2013 BT  
 Posted:  
 Assigned: DA01SDG Q  
 User: DA01SDG

Comments

5. Enter Comments

Totals Payments

Unit: 26400 Deposit ID: 1 Delete Deposit

\*Accounting Date: 01/18/2013 BT Control Currency: USD Q  
 \*Bank Code: KSBNK Q ST BANK Format Currency: USD Q  
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Control Totals		
Control Total Amount:	500.00	*Count: 1
Entered Total Amount:	0.00	Count: 1
Entered Cash Amount:	0.00	Count: 0
Entered Check Amount:	0.00	Count: 1
Entered EFT Amount:	0.00	Count: 0
Entered Ret CHK Amount:	0.00	Count: 0
Difference Amount:	500.00	Count: 0
Posted Total Amount:	0.00	Count: 0
Journalled Total Amount:	0.00	Count: 0

Control Data

\*Received: 01/18/2013 BT  
 \*Entered: 01/18/2013 BT  
 Posted:  
 Assigned: DA01SDG Q  
 User: DA01SDG

Comments

6. **Enter Payment Information**  
 On the Payments page, enter the Payment ID, Amount, check the 'Journal Directly' box, and enter the Payment Method (determined in Step 2) for the first payment.

The Seq (sequence) number is auto-assigned.

Repeat for each payment in the deposit and Save.

The screenshot shows the 'Payments' page for Unit 26400, Deposit ID 1, dated 01/18/2013. The 'Balance' is 'Balanced'. The 'Payment Information' section includes: Seq: 1, Payment ID: 101, Accounting Date: 01/18/2013, Amount: 500.00, Currency: USD, Rate Type: CRRNT, Exchange Rate: 1.00000000. The 'Journal Directly' checkbox is checked. The 'Payment Method' is 'Check' and 'Total Number of Checks' is 1. The 'Customer Information' section has several empty fields for Customer ID, Business Unit, SubCustomer 1, SubCustomer 2, Name, Remit From, Remit From SetID, Corporate, Corporate SetID, and MICR ID. A 'Reference Information' table at the bottom shows one entry with Qual Code 1.

7. If the deposit is Not Balanced, look at the Difference Amount line on the Totals page to determine what is out of balance. Make appropriate correction. When the deposit shows as Balanced on Payments Page, Click the Save button.

This screenshot is identical to the one above, showing the 'Payments' page with the 'Balance' field highlighted in yellow and a red arrow pointing to it. The 'Balance' is 'Balanced'.

**Notes:**

- When the *entered* total amount and count are equal to the control total amount and count on the **Totals** page, the status changes from *Not Balanced* to *Balanced*. The deposit must be in a balanced status before you can create accounting entries.
- The Payment Predictor, Customer ID, Qual Code and Reference fields are not used on Non-AR Deposits.

<p>8.</p>	<p><u>Create and Complete Accounting Entries</u>          Navigate to Accounts Receivable&gt;Payments&gt;Direct Journal Payments&gt;Create Accounting Entries</p> <p>Enter Deposit Unit and Deposit ID then Search.</p>	<p><b>Create Accounting Entries</b>          Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><b>Find an Existing Value</b></p> <p>Deposit Unit: = 26400</p> <p>Deposit ID: begins with 1</p> <p>Payment Sequence: =</p> <p>Payment ID: begins with</p> <p>User ID: begins with</p> <p>Assigned Operator ID: begins with</p> <p><input type="checkbox"/> Case Sensitive</p> <p><b>Search</b> Clear Basic Search Save Search Criteria</p>																																																												
<p>9.</p>	<p>On the Accounting Entries page, enter the GL Unit, Line Amount, Department, Fund Code, Budget Unit, Program Code, Account and any additional chartfield data.</p>	<p>Accounting Entries Payment Misc Wrk Deposit Control</p> <p>Unit: 26400 Deposit ID: 1 Payment: 101 Seq: 1</p> <p>Amount: 500.00 USD</p> <p><input type="checkbox"/> Complete Budget Status: Entry Event: SpeedChart Key:</p> <p>Distribution Lines</p> <table border="1"> <thead> <tr> <th></th> <th>*GL Unit</th> <th>Line Amount</th> <th>Currency</th> <th>Dept</th> <th>Fund Code</th> <th>Bud Unit</th> <th>Program Code</th> <th>*Account</th> <th>PC Business Unit</th> <th>Project</th> <th>Activity</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1 26400</td> <td>-500.00</td> <td>USD</td> <td>264210100</td> <td>1000</td> <td>0202</td> <td>01030</td> <td>421100</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>1 Lines Total Debits: 0.00 Currency: USD Total Credits: 500.00 Currency: USD Net -500.00</p> <p><b>Note:</b> The sign on the Line Amount <u>must</u> be opposite of the Deposit Amount.</p>		*GL Unit	Line Amount	Currency	Dept	Fund Code	Bud Unit	Program Code	*Account	PC Business Unit	Project	Activity	1	1 26400	-500.00	USD	264210100	1000	0202	01030	421100																																							
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<p>10.</p>	<p>Click the Create button (lightning bolt icon).</p> <p>This action creates the rest of the accounting entries. Click 'View All' to view all lines.</p>	<p>Accounting Entries Payment Misc Wrk Deposit Control</p> <p>Unit: 26400 Deposit ID: 1 Payment: 101 Seq: 1</p> <p>Amount: 500.00 USD</p> <p><input type="checkbox"/> Complete Budget Status: Entry Event: SpeedChart Key:</p> <p>Distribution Lines</p> <table border="1"> <thead> <tr> <th></th> <th>GL Unit</th> <th>Line Amount</th> <th>Currency</th> <th>Dept</th> <th>Fund Code</th> <th>Bud Unit</th> <th>Program Code</th> <th>Account</th> <th>PC Business Unit</th> <th>Project</th> <th>Acti</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1 26400</td> <td>-500.00</td> <td>USD</td> <td>2642101001</td> <td>1000</td> <td>0202</td> <td>01030</td> <td>421100</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>201 SOKBU</td> <td>500.00</td> <td>USD</td> <td>2642101001</td> <td>1000</td> <td>0202</td> <td>01030</td> <td>110100</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>203 26400</td> <td>500.00</td> <td>USD</td> <td></td> <td>1000</td> <td>0202</td> <td></td> <td>110100</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>204 SOKBU</td> <td>-500.00</td> <td>USD</td> <td></td> <td>1000</td> <td>0202</td> <td></td> <td>110100</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>4 Lines Total Debits: 1,000.00 Currency: USD Total Credits: 1,000.00 Currency: USD Net 0.00</p>		GL Unit	Line Amount	Currency	Dept	Fund Code	Bud Unit	Program Code	Account	PC Business Unit	Project	Acti	1	1 26400	-500.00	USD	2642101001	1000	0202	01030	421100				2	201 SOKBU	500.00	USD	2642101001	1000	0202	01030	110100				3	203 26400	500.00	USD		1000	0202		110100				4	204 SOKBU	-500.00	USD		1000	0202		110100			
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11.

Verify that the Accounting Entries on line 1 are correct before checking the 'Complete' box and saving.

Check the 'Complete' box and Save.

Accounting Entries | Payment Misc Wkr | Deposit Control

Unit: 26400    Deposit ID: 1    Payment: 101    Seq: 1

Amount: 500.00 USD

Complete    Budget Status:    Entry Event:     SpeedChart Key:

Distribution Lines

		GL Unit	Line Amount	Currency	Dept	Fund Code	Bud Unit	Program Code	Account	PC Business Unit	Project	Acti
1	1	26400	-500.00	USD	2642101001	1000	0202	01030	421100			
2	201	SOKBU	500.00	USD	2642101001	1000	0202	01030	110100			
3	203	26400	500.00	USD		1000	0202		110100			
4	204	SOKBU	-500.00	USD		1000	0202		110100			

4 Lines Total Debits: 1,000.00    Currency: USD    Total Credits: 1,000.00    Currency: USD    Net 0.00

If the accounting entries are not correct, use the **Delete button**  to delete accounting lines and make corrections. If the Complete box is checked, the Delete button will *not* be available.

Check the Complete box once accounting entries are displayed correctly. The accounting entries will display on the **Regular Deposit – Accounting Entries** page and this payment will be marked as complete. If not marked, the deposit will not be able to be approved.

To modify or delete the accounting entries after the Complete box has been checked, the AR Administrator must uncheck the box, make any necessary changes, and then the recheck the box to mark the accounting entries as complete. See the 'Updating a Deposit' job aids for more detail on updating a deposit.

Notes:

- The **Budget Status** field becomes populated with a status of 'Valid' after the budget check process has run successfully. A status of 'Valid' allows the payment to be processed by Journal Generator.
- The **SpeedChart Key** is an optional field. Populate this field with a SpeedChart key and SMART will create accounting entries based off the SpeedChart set-up.
- Direct journal payments are processed when **Journal Generator** is run during the nightly processing.

12.	<p><u>Approve Deposit</u>          Navigate to Accounts Receivable &gt; Payments &gt; Online Payments &gt; Regular Deposit &gt; Find an Existing Value</p> <p>Enter Deposit Unit and Deposit ID then Search.</p> <p>Review Accounting Entries, Payment Method and Deposit Type.</p> <p>Approve and Save</p>	<div data-bbox="594 142 1102 432" style="border: 1px solid black; padding: 10px;"> <p><b>Agency Deposit Approval</b></p> <p> <input type="radio"/> Not Approved    <input checked="" type="radio"/> Approved         </p> <p>Approved Date: 01/18/2013</p> <p>User ID: DA01SDG</p> </div> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Print the Totals page and deliver to the State Treasurer’s Office with the payments.</li> <li>• On <b>EFT Deposits</b>, nothing needs to be delivered to the State Treasurer’s Office. The deposit needs to be in SMART before the wire is received in order for State Treasurer’s Office to match the wire and deposit.</li> </ul>
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